

Manage Certifications

Description

Task: Add or update your professional certifications on your Worker Profile.

Who Performs This Task?: All employees.


To add or update your professional certifications on your Worker Profile....

1. From the **Home** page, click the **Personal Information** worklet.
2. Click the About Me hyperlink.
3. Click the **Career** tab.
4. Click the **Certifications** sub-tab.
5. Click the **Add** button to add new certifications or the **Edit** button modify existing certifications.
6. Use the prompt to enter the **Certification**.



Information: If you cannot find the certification in the list, check the checkbox and enter the Certification Issuer and Name.

7. Enter the Certification Number.
8. Use the Calendar icon to enter the Issued Date.
9. Use the Calendar icon to enter the Expiration Date.
10. If you want to upload electronic copies of the certifications or other documents (as required by the

State), click the arrow  next to the **Attachments** section.

11. Click the **Submit**  button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Save for Later** to save your changes but not submit
- Click **Cancel** to cancel the process and start at another time



Information: Your change may need to be approved by your Agency HR staff before it displays in your worker profile.

12. The System Task is complete.